

NAME: _____ DATE _____

	Received	Need
1. Application Form	_____	_____
2. \$200.00 Application fee	_____	_____
3. Core Curriculum Form	_____	_____
4. <u>Official</u> transcript from university	_____	_____
5. Other training credential documentation (if applying for specialization)	_____	_____
6. References and Recommendations	_____	_____
7. Statement of Intent	_____	_____
8. Supervised experience documentation (if applicable)	_____	_____
9. Criminal Background Check Report	_____	_____
10. Verification of State Professional License/certificate (if applicable)	_____	_____
11. NCE/AAMFT Examination Scores	_____	_____
12. Specialization Application: (if Applicable)	_____	_____
13. Letter from Dean (if applying prior to graduation)	_____	_____
14. C.2.h Plan (see code of ethics, pg.10)	_____	_____
OTHER:	_____	_____

When all the items have been received and approved, you will be notified of the date, time, and place for the oral examination.

If the licensure process has not been completed in one calendar year from the date of the application, the applicant may request an extension for the application to remain active for an additional twelve months. If the application is not completed and becomes inactive the file is archived for five years. If the applicant decides to apply, he/she must submit a new application, credentials and meet the requirements in place the date the new application is received.

Fees non-refundable (Arkansas Code Annotated §17-27-310(b))

Enclosed: Code of Ethics _____ Background Materials per Act 1317 _____ NCE Registration Form _____

GO TO WEB SITE AT www.state.ar.us/abec and CLICK LAWS, RULES & REGULATIONS THEN CLICK RULES ACT 593,244 & ACT 753: PRINT RULES AND REGULATIONS FOR YOUR FILE. (52 PAGES)

Applicant is responsible for complying with the ACA Code of Ethics and the Rules, Pages 1-52 at all times.